

SECRET

## **RECORDS AND EQUIPMENT INVENTORY**

*(Conversion Factors for Measuring Records Holdings in Cubic Feet - Reverse Side)*

TO: CHIEF, KUCLUB	FROM: CHIEF,	DATE:	
CORRESPONDENCE EQUIPMENT		EQUIPMENT TOTAL NUMBER	CUBIC FEET RECORDS
2 DRAWER LEGAL SAFE WITH COMBINATION LOCK			
4 DRAWER LEGAL SAFE WITH COMBINATION LOCK			
2 DRAWER LETTER SAFE WITH COMBINATION LOCK			
4 DRAWER LETTER SAFE WITH COMBINATION LOCK			
4 DRAWER LEGAL CABINET WITH OR WITHOUT LOCK			
5 DRAWER LEGAL CABINET WITH OR WITHOUT LOCK			
4 DRAWER LETTER CABINET WITH OR WITHOUT LOCK			
5 DRAWER LETTER CABINET WITH OR WITHOUT LOCK			
OTHER (Describe)			
CARD FILE EQUIPMENT			
5 DRAWER 3X5/5X8 CARD SAFE WITH COMBINATION LOCK			
6 DRAWER 3X5 CABINET WITH OR WITHOUT LOCK			
7 DRAWER 3X5 CABINET WITH OR WITHOUT LOCK			
8 DRAWER 3X5 CABINET WITH OR WITHOUT LOCK			
9 DRAWER 3X5 CABINET WITH OR WITHOUT LOCK			
10 DRAWER 3X5 CABINET WITH OR WITHOUT LOCK			
15 DRAWER 3X5 CABINET WITH OR WITHOUT LOCK			
16 SLIDES 3X5/5X8 KARDEX WITH COMBINATION LOCK			
17 SLIDES 3X5/5X8 KARDEX WITH COMBINATION LOCK			
17 SLIDES 3X5/5X8 KARDEX WITH OR WITHOUT LOCK			
SAFE-T-STAK UNITS FOR 3X5 CARDS			
SAFE-T-STAK UNITS FOR 5X8 CARDS			
OTHER (Describe)			
MAP FILE EQUIPMENT			
5 DRAWER MAP SECTION(S)			
MAP CASE, VERTICAL WITH COMBINATION LOCK			
OTHER (Describe)			
SHELVING			
ADD-A-SHELF - 33-11/16"-10-1/4" x 11-3/4" - LETTER SIZE			
ADD-A-SHELF - 33-11/16"-10-1/4" x 14-3/4" - LEGAL SIZE			
LIBRARY SHELVING UNITS			
OTHER (Describe)			
BOOKCASE SECTIONS			
METAL OR WOOD, GLASS FRONT - SECTIONS			
OTHER (Describe)			
SPECIAL EQUIPMENT			

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CONVERSION FACTORS FOR MEASURING RECORDS HOLDINGS IN CUBIC FEET

<u>UNIT OF MEASUREMENT</u>	<u>CUBIC FOOT EQUIVALENT</u>
<u>CORRESPONDENCE FILES</u>	
ONE DRAWER, LETTER SIZE CABINET	1-1/2
ONE DRAWER, LEGAL SIZE CABINET	2
ONE OPEN SHELF-FILE UNIT, LETTER SIZE	2-1/2
ONE OPEN SHELF-FILE UNIT, LEGAL SIZE	3
<u>CARD FILES</u>	
ONE LINEAR FOOT, 3X5 CARDS	1/10
ONE LINEAR FOOT, 4X6 CARDS	1/6
ONE LINEAR FOOT, 5X8 CARDS	1/4
ONE LINEAR FOOT, TAB CARDS OR 10.000 TAB CARDS	1/6 1
<u>OTHER</u>	
ONE BOOKCASE SECTION	2-1/2
MAP CABINETS AND OTHER OUTSIZED EQUIPMENT	INSIDE CUBIC MEASUREMENT
MAP CASES USUALLY 2" PER DRAWER	

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TO: CHIEF, KUCLUB	FROM: CHIEF,	DATE:	
CORRESPONDENCE EQUIPMENT		EQUIPMENT TOTAL NUMBER	CUBIC FEET RECORDS
2 DRAWER LEGAL SAFE WITH COMBINATION LOCK			
4 DRAWER LEGAL SAFE WITH COMBINATION LOCK			
2 DRAWER LETTER SAFE WITH COMBINATION LOCK			
4 DRAWER LETTER SAFE WITH COMBINATION LOCK			
4 DRAWER LEGAL CABINET WITH OR WITHOUT LOCK			
5 DRAWER LEGAL CABINET WITH OR WITHOUT LOCK			
4 DRAWER LETTER CABINET WITH OR WITHOUT LOCK			
5 DRAWER LETTER CABINET WITH OR WITHOUT LOCK			
OTHER (Describe)			
CARD FILE EQUIPMENT			
5 DRAWER 3X5/5X8 CARD SAFE WITH COMBINATION LOCK			
6 DRAWER 3X5 CABINET WITH OR WITHOUT LOCK			
7 DRAWER 3X5 CABINET WITH OR WITHOUT LOCK			
8 DRAWER 3X5 CABINET WITH OR WITHOUT LOCK			
9 DRAWER 3X5 CABINET WITH OR WITHOUT LOCK			
10 DRAWER 3X5 CABINET WITH OR WITHOUT LOCK			
15 DRAWER 3X5 CABINET WITH OR WITHOUT LOCK			
16 SLIDES 3X5/5X8 KARDEX WITH COMBINATION LOCK			
17 SLIDES 3X5/5X8 KARDEX WITH COMBINATION LOCK			
17 SLIDES 3X5/5X8 KARDEX WITH OR WITHOUT LOCK			
SAFE-T-STAK UNITS FOR 3X5 CARDS			
SAFE-T-STAK UNITS FOR 5X8 CARDS			
OTHER (Describe)			
MAP FILE EQUIPMENT			
5 DRAWER MAP SECTION(s)			
MAP CASE, VERTICAL WITH COMBINATION LOCK			
OTHER (Describe)			
SHELVING			
ADD-A-SHELF - 33-11/16"-10-1/4" x 11-3/4" - LETTER SIZE			
ADD-A-SHELF - 33-11/16"-10-1/4" x 14-3/4" - LEGAL SIZE			
LIBRARY SHELVING UNITS			
OTHER (Describe)			
BOOKCASE SECTIONS			
METAL OR WOOD, GLASS FRONT - SECTIONS			
OTHER (Describe)			
SPECIAL EQUIPMENT			

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CONVERSION FACTORS FOR MEASURING RECORDS HOLDINGS IN CUBIC FEET

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<u>CORRESPONDENCE FILES</u>	
ONE DRAWER, LETTER SIZE CABINET	1-1/2
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ONE OPEN SHELF-FILE UNIT, LEGAL SIZE	3
<u>CARD FILES</u>	
ONE LINEAR FOOT, 3X5 CARDS	1/10
ONE LINEAR FOOT, 4X6 CARDS	1/6
ONE LINEAR FOOT, 5X8 CARDS	1/4
ONE LINEAR FOOT, TAB CARDS OR 10,000 TAB CARDS	1/6
<u>OTHER</u>	
ONE BOOKCASE SECTION MAP CABINETS AND OTHER OUTSIZED EQUIPMENT	2-1/2 INSIDE CUBIC MEASUREMENT
MAP CASES USUALLY 2" PER DRAWER	

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**RECORDS AND EQUIPMENT INVENTORY**  
*(Conversion Factors for Measuring Records Holdings in Cubic Feet - Reverse Side)*

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CORRESPONDENCE EQUIPMENT		
2 DRAWER LEGAL SAFE WITH COMBINATION LOCK 4 DRAWER LEGAL SAFE WITH COMBINATION LOCK 2 DRAWER LETTER SAFE WITH COMBINATION LOCK 4 DRAWER LETTER SAFE WITH COMBINATION LOCK 4 DRAWER LEGAL CABINET WITH OR WITHOUT LOCK 5 DRAWER LEGAL CABINET WITH OR WITHOUT LOCK 4 DRAWER LETTER CABINET WITH OR WITHOUT LOCK 5 DRAWER LETTER CABINET WITH OR WITHOUT LOCK OTHER (Describe)		EQUIPMENT TOTAL NUMBER
		CUBIC FEET RECORDS
CARD FILE EQUIPMENT		
5 DRAWER 3X5/5X8 CARD SAFE WITH COMBINATION LOCK 6 DRAWER 3X5 CABINET WITH OR WITHOUT LOCK 7 DRAWER 3X5 CABINET WITH OR WITHOUT LOCK 8 DRAWER 3X5 CABINET WITH OR WITHOUT LOCK 9 DRAWER 3X5 CABINET WITH OR WITHOUT LOCK 10 DRAWER 3X5 CABINET WITH OR WITHOUT LOCK 15 DRAWER 3X5 CABINET WITH OR WITHOUT LOCK 16 SLIDES 3X5/5X8 KARDEX WITH COMBINATION LOCK 17 SLIDES 3X5/5X8 KARDEX WITH COMBINATION LOCK 17 SLIDES 3X5/5X8 KARDEX WITH OR WITHOUT LOCK SAFE-T-STAK UNITS FOR 3X5 CARDS SAFE-T-STAK UNITS FOR 5X8 CARDS OTHER (Describe)		
MAP FILE EQUIPMENT		
5 DRAWER MAP SECTION(S) MAP CASE, VERTICAL WITH COMBINATION LOCK OTHER (Describe)		
SHELVING		
ADD-A-SHELF - 33-11 1/16"-10-1/4" x 11-3/4" - LETTER SIZE ADD-A-SHELF - 33-11 1/16"-10-1/4" x 14-3/4" - LEGAL SIZE LIBRARY SHELVING UNITS OTHER (Describe)		
BOOKCASE SECTIONS		
METAL OR WOOD, GLASS FRONT - SECTIONS OTHER (Describe)		
SPECIAL EQUIPMENT		

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**CONVERSION FACTORS FOR MEASURING RECORDS HOLDINGS IN CUBIC FEET**

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ONE LINEAR FOOT, 4X6 CARDS	1/6
ONE LINEAR FOOT, 5X8 CARDS	1/4
ONE LINEAR FOOT, TAB CARDS OR 10,000 TAB CARDS	1/6 1
<u>OTHER</u>	
ONE BOOKCASE SECTION	2-1/2
MAP CABINETS AND OTHER OUTSIZED EQUIPMENT	INSIDE CUBIC MEASUREMENT
MAP CASES USUALLY 2' PER DRAWER	